

## **REGULATORY COMPLIANCE SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for all the activities of the compliance section of the Environmental Quality Division of the Public Works Department, which includes storm water management, MSDS & hazmat training programs, environmental audits, site assessments and remediation, reporting and planning future compliance. Incumbent works with substantial independence under direction of the Environmental Quality Manager and has supervisory responsibilities for a small regulatory compliance staff and the maintenance technicians at a closed landfill.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Maintains current understanding and knowledge of environmental laws, rules and regulations impacting the City/Parish Government. Prepares plans, budgets and programs as needed for safety, health and compliance. Supervises and performs environmental reviews of capital improvements projects, Material Safety Data Sheet maintenance, hazardous material handling and training, environmental site assessments, asbestos/lead abatement and reporting. Reviews practices for effectiveness, institutes, with approval of manager, changes in work methods. Coordinates and monitors all construction related storm water permits with Codes and Permits division. Establishes and maintains database for storm water outfall, drafts ordinances relating to storm water, submits permits and monitoring reports to DEQ and EPA. Prepares, implements and oversees storm water management activities as required by environmental laws. Exercises technical oversight of closed landfill maintenance, including ground water sampling, testing and reporting; leachate monitoring and disposal; erosion control/repair. Conducts sampling and Discharge Monitoring Reports for Department's pre-treatment permits. Writes requests for proposals, contracts and bid specifications for environmental projects. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of all environmental laws, regulations and regulatory agency requirements impacting non-utility local government activities.

Thorough knowledge of non-utility activities of the Lafayette City/Parish Government affected by environmental regulations; and of compliance efforts required.

Knowledge of chemical, physical and biological sampling, testing and measurement as related to non-utility environmental compliance.

Ability to use personal, network and mainframe computer in work environment.

Ability to analyze legal requirements, develop cost effective programs meeting or exceeding requirements, implement in timely manner and prepare clear, timely and accurate written reports.

Ability to conduct research and analyses, as well as keep complete, accurate records.

Ability to establish and maintain persuasive and effective working relationships with government officials, other employees, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in physical, biological or environmental sciences, and substantial prior experience in environmental, safety and health programs; or an equivalent combination of education and experience.